



### Notice of Intent to Award

|                     |                       |             |                                |  |
|---------------------|-----------------------|-------------|--------------------------------|--|
| Solicitation Number | 285255                | Award Date  | 2/7/2023   1:02 PM CST         |  |
| Solicitation Title  | Mobile Lactation Pods |             |                                |  |
| Buyer Name          | Von L. Bell           | Buyer Email | von.bell@nashville.gov         |  |
| BAO Rep             | Christopher Wood      | BAO Email   | Christopher.Wood@nashville.gov |  |

### Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

|                |                           |                 |               |         |       |
|----------------|---------------------------|-----------------|---------------|---------|-------|
| Company Name   | Mamava, Inc               | Company Contact | SUZIE MCKENNA |         |       |
| Street Address | 80 BATTERY ST., SUITE 210 |                 |               |         |       |
| City           | BURLINGTON                | State           | VT            | Zipcode | 05401 |

|                |  |                 |  |         |  |
|----------------|--|-----------------|--|---------|--|
| Company Name   |  | Company Contact |  |         |  |
| Street Address |  |                 |  |         |  |
| City           |  | State           |  | Zipcode |  |

|                |  |                 |  |         |  |
|----------------|--|-----------------|--|---------|--|
| Company Name   |  | Company Contact |  |         |  |
| Street Address |  |                 |  |         |  |
| City           |  | State           |  | Zipcode |  |

### Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

### Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable.

No, the EBO Program is not applicable.

### Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable.

No, monthly reporting is not applicable.

### Public Information and Records Retention

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

### Right to Protest

Per MCL 4.36.010 – any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the purchasing agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

MLL Supervisor (Initial)

Michelle A. Hernandez Lane

Michelle A. Hernandez Lane  
Purchasing Agent & Chief Procurement Officer

| Enter Solicitation Title & Number Below |                            |                      |                           |                         |                             |                     |
|---|----------------------------|----------------------|---------------------------|-------------------------|-----------------------------|---------------------|
| RFQ 285255 Mobile Lactation Pods        | Min. SBE/SDV Participation | Incentive Percentage | Incentive Calculator      | Lowest Bid              | MACP                        | Winning Bid         |
| .                                       | 0.0%                       | 0.00%                | 0.00%                     | \$238,000.00            | \$238,000.00                | \$238,000.00        |
| Offeror's Name                          | Bids                       | SBE                  | Participation Requirement | Participation Incentive | Incentive Evaluation Amount | Status of ITB Award |
| Mamava, Inc                             | \$238,000.00               |                      | \$0                       | \$0.00                  | \$238,000.00                | Awarded             |

No EBO and SBE/SDV programming was applicable

**From:** [Lane, Michelle \(Finance - Procurement\)](#)  
**To:** [Bell, Von \(Finance\)](#)  
**Cc:** [Clay, Gary \(Finance\)](#)  
**Subject:** RE: RFQ 285255 Mobile Lactation Pods (Single Bidder)  
**Date:** Tuesday, February 7, 2023 9:09:23 AM

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Approved.

Michelle A. Hernandez Lane  
Chief Procurement Officer/Purchasing Agent  
Department of Finance  
Procurement Division  
Metropolitan Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37201  
Office- 615.862.5471

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**From:** Bell, Von (Finance) <Von.Bell@nashville.gov>  
**Sent:** Thursday, January 19, 2023 2:48 PM  
**To:** Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>  
**Cc:** Clay, Gary (Finance) <Gary.Clay@nashville.gov>  
**Subject:** FW: RFQ 285255 Mobile Lactation Pods (Single Bidder)

Michelle,

Per **R4.12.011.03.1**. I am needing approval of a single bidder for the solicitation Mobile Lactation Pods. **RFQ# 285255** closed with a single bidder, Mamava, Inc.

Please note, the department contact Ava Elsaghir considers the offer fair and reasonable and agrees to proceed. An adequate number of suppliers had an opportunity to submit responses to the solicitation as all suppliers registered under category code 56000000 that were sent the **ITB**. Please note, no **EBO goals or MBE/WBE were established for this solicitation.**

Thanks,

*Von L. Bell*  
Procurement Officer II (Buyer)  
Department of Finance  
Procurement Division  
Metropolitan Government, Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, St 101  
Nashville, TN 37201  
Office-615-862-6463



*Do what you are supposed to do when you are supposed to do it; because when you don't, it impacts others!!!*

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**From:** Elsaghir, Ava (General Services) <[Ava.Elsaghir@nashville.gov](mailto:Ava.Elsaghir@nashville.gov)>  
**Sent:** Thursday, January 19, 2023 2:29 PM  
**To:** Bell, Von (Finance) <[Von.Bell@nashville.gov](mailto:Von.Bell@nashville.gov)>  
**Subject:** RE: RFQ 285255 Mobile Lactation Pods

Von, Thank you so much for sending over the Exhibit price.  
The Department considers the submitted bid fair and reasonable.  
Please proceed with the award.

New contract start date **should be August 23, 2023.**  
Thank you so much  
Ava

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**From:** Bell, Von (Finance) <[Von.Bell@nashville.gov](mailto:Von.Bell@nashville.gov)>  
**Sent:** Thursday, January 19, 2023 2:02 PM  
**To:** Elsaghir, Ava (General Services) <[Ava.Elsaghir@nashville.gov](mailto:Ava.Elsaghir@nashville.gov)>  
**Subject:** RE: RFQ 285255 Mobile Lactation Pods

Ava,

Thanks for the response.

Von

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**From:** Elsaghir, Ava (General Services) <[Ava.Elsaghir@nashville.gov](mailto:Ava.Elsaghir@nashville.gov)>  
**Sent:** Thursday, January 19, 2023 8:47 AM  
**To:** Bell, Von (Finance) <[Von.Bell@nashville.gov](mailto:Von.Bell@nashville.gov)>  
**Subject:** RE: RFQ 285255 Mobile Lactation Pods

Good Morning Von, I received your e-mail and I'm currently discussing with the project manager.  
I will let you know as soon as I can.  
Thank you  
Ava

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**From:** Bell, Von (Finance) <[Von.Bell@nashville.gov](mailto:Von.Bell@nashville.gov)>  
**Sent:** Wednesday, January 18, 2023 9:12 PM  
**To:** Elsaghir, Ava (General Services) <[Ava.Elsaghir@nashville.gov](mailto:Ava.Elsaghir@nashville.gov)>  
**Subject:** FW: RFQ 285255 Mobile Lactation Pods

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**From:** Bell, Von (Finance)  
**Sent:** Saturday, January 14, 2023 3:36 PM  
**To:** Elsaghir, Ava (General Services) <[Ava.Elsaghir@nashville.gov](mailto:Ava.Elsaghir@nashville.gov)>  
**Subject:** RFQ 285255 Mobile Lactation Pods

Ava,

**[RFQ 285255 ]** Mobile Lactation Pods Please let me know if the department considers the offer fair and reasonable? I have attached the submitted documentation and bid form. Please note that the contractor has confirmed that t. Please advise if the department wishes to continue the procurement process.

Thanks,

*Von L. Bell*  
Procurement Officer II (Buyer)  
Department of Finance  
Procurement Division  
Metropolitan Government, Nashville Davidson County  
730 2<sup>nd</sup> Avenue South, St 101  
Nashville, TN 37201  
Office-615-862-6463



*Do what you are supposed to do when you are supposed to do it; because when you don't, it impacts others!!!*

**Certificate Of Completion**

|   |                              |
|---|------------------------------|
| Envelope Id: 33050F84707F407386339C9C61509B46                     | Status: Completed            |
| Subject: Intent to Award - RFQ # 285255 for Mobile Lactation Pods |                              |
| Source Envelope:  |                              |
| Document Pages: 5   | Signatures: 1                |
| Certificate Pages: 2  | Initials: 1                  |
| AutoNav: Enabled  | Envelope Originator:         |
| Envelope Stamping: Enabled  | Von Bell                     |
| Time Zone: (UTC-06:00) Central Time (US & Canada)                 | 730 2nd Ave. South 1st Floor |
|   | Nashville, TN 37219          |
|   | von.bell@nashville.gov       |
|   | IP Address: 170.190.198.190  |

**Record Tracking**

|                                      |  |                    |
|--------------------------------------|--|--------------------|
| Status: Original                     | Holder: Von Bell   | Location: DocuSign |
| 2/7/2023 9:42:29 AM                  | von.bell@nashville.gov   |                    |
| Security Appliance Status: Connected | Pool: StateLocal   |                    |
| Storage Appliance Status: Connected  | Pool: Metropolitan Government of Nashville and Davidson County | Location: DocuSign |

**Signer Events**

| Signer Events  | Signature   | Timestamp                    |
|--|---|------------------------------|
| Gary Clay  |  | Sent: 2/7/2023 9:46:29 AM    |
| Gary.Clay@nashville.gov                              |   | Viewed: 2/7/2023 11:21:42 AM |
| Asst. Purchasing Agent                               |   | Signed: 2/7/2023 11:22:59 AM |
| Security Level: Email, Account Authentication (None) | Signature Adoption: Uploaded Signature Image                                      |                              |
|  | Using IP Address: 170.190.198.190   |                              |

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

|  |   |                              |
|--|---|------------------------------|
| Michelle A. Hernandez Lane                           |  | Sent: 2/7/2023 11:23:01 AM   |
| michelle.lane@nashville.gov                          |   | Viewed: 2/7/2023 12:56:53 PM |
| Chief Procurement Officer/Purchasing Agent           |   | Signed: 2/7/2023 1:02:00 PM  |
| Metro  | Signature Adoption: Pre-selected Style  |                              |
| Security Level: Email, Account Authentication (None) | Using IP Address: 170.190.198.190   |                              |

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

| In Person Signer Events      | Signature | Timestamp  |
|------------------------------|-----------|------------|
| Editor Delivery Events       | Status    | Timestamp  |
| Agent Delivery Events        | Status    | Timestamp  |
| Intermediary Delivery Events | Status    | Timestamp  |
| Certified Delivery Events    | Status    | Timestamp  |
| Carbon Copy Events           | Status    | Timestamp  |
| Witness Events               | Signature | Timestamp  |
| Notary Events                | Signature | Timestamp  |
| Envelope Summary Events      | Status    | Timestamps |

| <b>Envelope Summary Events</b> | <b>Status</b>    | <b>Timestamps</b>    |
|--------------------------------|------------------|----------------------|
| Envelope Sent                  | Hashed/Encrypted | 2/7/2023 9:46:29 AM  |
| Certified Delivered            | Security Checked | 2/7/2023 12:56:53 PM |
| Signing Complete               | Security Checked | 2/7/2023 1:02:00 PM  |
| Completed                      | Security Checked | 2/7/2023 1:02:00 PM  |

| <b>Payment Events</b> | <b>Status</b> | <b>Timestamps</b> |
|-----------------------|---------------|-------------------|
|-----------------------|---------------|-------------------|